

- **FEBRUARY 7, 2008**  
**University Center at Gaylord\***  
(in M-TEC Building)  
80 Livingston Boulevard  
Gaylord, Michigan 49735  
989-705-3700  
<http://mtec.kirtland.edu/>  
**\*Computers provided**
- **FEBRUARY 12, 2008**  
**VistaTech at Schoolcraft College\***  
18600 Haggerty Road  
Livonia, Michigan 48152-2696  
734-462-4610  
[www.schoolcraft.edu](http://www.schoolcraft.edu)  
**\*Computers provided**
- **FEBRUARY 21 2008**  
**M-TEC at Kalamazoo Community College\***  
7107 Elm Valley Drive  
Kalamazoo, Michigan 49003-4070  
269-353-1285  
[www.kvcc.edu](http://www.kvcc.edu)  
**\*Computers provided**
- **FEBRUARY 26, 2008**  
**Lansing Community College West Campus/M-TEC\*\***  
5708 Cornerstone Drive  
Auditorium  
Lansing, Michigan 48901  
517-267-5452  
[www.lcc.edu](http://www.lcc.edu)  
**\*\* A limited number of computers will be provided at this location; you are encouraged to bring your own laptop.**

## DIRECTIONS

For maps and directions

- Go to the facility website, or
- Go to the DEQ website at **[www.michigan.gov/deqworkshops](http://www.michigan.gov/deqworkshops)**, click on "Upcoming DEQ Workshops," scroll down to "10<sup>th</sup> Annual Introduction to MAERS Workshop," and click on the facility map.

If you need directions and are unable to access the Internet, contact the Registrar at 800-662-9278.

## IMPORTANT!

**REGISTRATION INFORMATION:**  
Environmental Assistance Center  
800-662-9278

**WORKSHOP INFORMATION:**  
James Ostrowski, DEQ  
517-241-8057

**REGISTER ON-LINE:**  
[www.michigan.gov/deqworkshops](http://www.michigan.gov/deqworkshops). Click on "Upcoming DEQ Workshops."

For mobility, visual, hearing, dietary, or other assistance, contact Mary Goodhall at 517-241-7968.

*Don't miss your chance to attend this valuable training.*

*Seating is limited so register early!*

AUTHORITY: PA 451 of 1994, as amended  
TOTAL COPIES: 1850  
TOTAL COST: \$720.95  
COST PER COPY: \$.39  
Michigan Department of Environmental Quality

## 10<sup>th</sup> Annual

# Introduction to MAERS Workshop

**February 7, 2008**

**Gaylord**

**February 12, 2008**

**Livonia**

**February 21, 2008**

**Kalamazoo**

**February 26, 2008**

**Lansing**

Jennifer M. Granholm, Governor  
Steven E. Chester, Director  
800-662-9278  
[www.michigan.gov/deq](http://www.michigan.gov/deq)



# MAERS REGISTRATION = \$75

## Quick and Easy Registration!

REGISTER AND PAY WITH CREDIT CARD ON-LINE!

Go to [www.michigan.gov/deqworkshops](http://www.michigan.gov/deqworkshops)

### OTHER REGISTRATION AND PAYMENT OPTIONS:

(Make \$75 check payable to STATE OF MICHIGAN)

- 1) Register on-line and print two copies of your confirmation. Keep one copy and mail the other with a check to: **- OR -**
- 2) Complete this form and make a copy for your records. Mail the original with a check to:

REGISTRAR  
ENVIRONMENTAL SCIENCE AND SERVICES DIVISION  
MICH DEPT OF ENVIRONMENTAL QUALITY  
PO BOX 30457  
LANSING MI 48909-7957

### REGISTRATION INFORMATION

Environmental Assistance Center  
• 800-662-9278

### CANCELLATION POLICY:

If you do not cancel by 5:00 p.m. four business days before the workshop, you are responsible for the registration fee.

Name Please type or print.

Company Name

Mailing Address

City/State/Zip Code

Daytime Phone ( )

Email Address

Confirmation will be sent 1 week prior to the workshop only to those providing an Email address.

### I WILL ATTEND (check session you plan to attend):

☐ Gaylord (2/7/08)-AM ☐ Kalamazoo (2/21/08)-PM

☐ Livonia (2/12/08)-AM ☐ Lansing (2/26/08)-AM (A limited number of computers will be provided at this location; you are encouraged to bring your own laptop.)

☐ Livonia (2/12/08)-PM

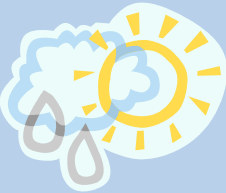
### PLEASE CHECK BOX(ES) THAT APPLY:

- ☐ Attorney
- ☐ Consultant
- ☐ Government
- ☐ Industry-SIC Code \_\_\_\_\_
- ☐ Utility
- ☐ Other \_\_\_\_\_

### COMPANY SIZE:

- ☐ Less than 100 employees
- ☐ 100-500 employees
- ☐ Over 500 employees

☐ Please check here if you would like to be notified of future training via Email.



The **Introduction to Michigan Air Emissions Reporting System (MAERS) Workshop** is offered annually to help companies submit their MAERS reports electronically using the MAERS software. **This year's *Introduction to MAERS Workshop* will again feature hands-on computer training!**

Workshop participants will be taken step by step through the MAERS version 2007.0.0 software in an interactive, hands-on format. This workshop has been designed for those with little or no experience using the MAERS software and anyone who may need a review of MAERS basics. **Introduction to MAERS Workshop** participants will learn:

- MAERS software basics, including installation, navigation, and how to download your database.
- How to complete the electronic forms and submit your report to the DEQ.
- How to avoid common mistakes encountered when completing and submitting your MAERS report.

Workshop attendees will receive the new “*MAERS Workbook*” and other guidance materials.

There will be two sessions offered in Livonia; please register for **either** the morning or afternoon session if you are attending at this location. A **limited** number of computers will be provided at the Lansing session; you are encouraged to bring your own laptop. For questions about workshop content, contact James Ostrowski at 517-241-8057 or Email at [ostrowsj@michigan.gov](mailto:ostrowsj@michigan.gov).

## AGENDA

### Morning Session (Gaylord, Livonia, Lansing)

- 8:00 a.m.** Registration and Refreshments
- 8:30 a.m.** •Welcome and Introduction to MAERS  
•Changes to MAERS  
•Explanation of Important Terms
- 9:15 a.m.** MAERS Software Basics
- 9:30 a.m.** BREAK
- 9:40 a.m.** Form Completion Instructions
- 10:40 a.m.** BREAK
- 10:50 a.m.** Form Completion Instructions (continued)
- 11:30 a.m.** Submitting Your MAERS Report
- 12:00 p.m.** ADJOURN

### Afternoon Session (Kalamazoo, Livonia)

- 12:30 p.m.** Registration and Refreshments
- 1:00 p.m.** •Welcome and Introduction to MAERS  
•Changes to MAERS  
•Explanation of Important Terms
- 1:45 p.m.** MAERS Software Basics
- 2:00 p.m.** BREAK
- 2:10 p.m.** Form Completion Instructions
- 3:10 p.m.** BREAK
- 3:20 p.m.** Form Completion Instructions (continued)
- 4:00 p.m.** Submitting Your MAERS Report
- 4:30 p.m.** ADJOURN

MAERS REGISTRATION FORM

HANDS-ON COMPUTER TRAINING